

Tribal Services
MS-4660-MIB

Memorandum

To: All Regional Directors
Director, Office of Self-Governance

From: Acting Director, Office of Tribal Services

Subject: 1999 Labor Force Report

This memorandum provides the Bureau of Indian Affairs (BIA) Region Offices and the Office of Self-Governance (OSG) with general guidance for the Labor Force Report (LFR). Regions, through their Agencies, and Self-Governance are asked to notify their tribal labor force coordinators in writing that tribes can begin on November 15, 1999, to collect their 1999 labor force data – a data gathering period that will continue through March 30, 2000. Regions are encouraged to use the expertise of their Labor Force Regional Coordinators to conduct short training sessions to inform their tribal counterparts of the changes to the 1999 survey reporting form. A presentation outline for Regional trainers to use for such tribal training is provided here as an attachment.

Tribal Responsibilities. Tribes are to submit their completed 1999 labor force survey form to their respective Agency Office on or before March 30, 2000. The submitted form is to be signed by a “certifying tribal official” who will be certifying that the tribe’s report was carefully reviewed and was accurate. Self-Governance tribes may use this survey form or the labor force component from their BIA-negotiated set of forms.

Agencies Responsibilities. Agency staff are asked to provide tribes with technical assistance as needed or when asked throughout the data collection period. Designated Agency staff are to review tribal labor force submissions for accuracy. Where one or more of a tribe’s submitted totals is questionable, Agency staff are to seek clarification or a new submission of the total(s) from the tribe’s designated labor force coordinator. After all tribal labor force totals seem justifiable, the Agency Superintendent will provide his or her signature certifying as to the thoroughness of the Agency’s review and the accuracy of the tribe’s submitted data. Once signed by the Superintendent, the tribal labor force reporting form is to be sent to the Regional Office. All tribal reporting forms from Agencies should be at their Regional Office by April 15, 2000.

The attached survey form includes step-by-step instructions to help ensure an accurate population/labor estimate survey of tribal service areas. Agency staffs are to review these instructions and general survey procedures with tribal staff charged with managing and/or conducting the tribal population/labor force data collection. By providing this assistance, each of the Agency's tribes will have the information needed to collect their labor force data and, subsequently, to record that data accurately and completely on the labor force reporting form.

Regions and Self-Governance Responsibilities. As Regional resources permit, Regions are asked to conduct a brief one- or two-hour training to update tribal representatives as to the changes in the 1999 labor force reporting form. These training sessions should be held in regionally centralized locations as soon as possible and no later than December 15, 1999. Designated Regional staff are also requested to provide technical assistance to designated tribal labor force staff on an as needed or as requested basis. The Region's labor force coordinator is responsible for reviewing the tribal reporting forms submitted by the Agencies for accuracy. If some tribal labor force totals appear to be inaccurate, when compared to other tribal data on file, the coordinator will seek clarification through the Agency or tribe. Once all questions regarding the tribe's report are resolved, the regional coordinator inputs the tribes labor force data into a Microsoft Excel pre-formatted spreadsheet. (The Region's preformatted spreadsheet on diskette will be sent to you in a separate mailing). After the Regional Director reviews the Region's tribal survey forms for accuracy, he or she will certify that each tribe's labor force reporting form is correct. The completed Regional spreadsheet, along with hard copies of individual tribal "Labor Force Report" forms, must be submitted to the Office of Tribal Services (OTS) on or before May 1, 2000.

OTS will compile the data and complete the final labor force report by June 22, 2000. Printed copies of the 1999 Indian Labor Force Report will be made available to Regions, tribes and other interested parties beginning July 1, 2000.

Schedule Outline

| <u>1999 Labor Force Report Time Line</u> | <u>Dates</u> |
|---|------------------------------------|
| 1) Training Session | No later than December 15, 1999 |
| 2) Tribal Data Collection Period | November 15, 1999 - March 30, 1999 |
| 3) Tribal Submission to Agency | On or Before March 30, 1999 |
| 4) Agencies Submission to Regional Office | On or Before April 15, 2000 |
| 5) Regional Submission to Central OTS | On or Before May 1, 2000 |
| 6) OTS - Complete Central OTS LFR | June 22, 2000/July 1, 2000 |

In addition the 1999 survey form will be available on the BIA homepage site <http://www.doi.gov/bureau-indian-affairs.html>.

If you have any questions, the contact person is Mr. Bob Stearns, Statistician, and he may be reached at (202) 208-2484, or email address BobStearns@bia.gov.

Designated Labor Force Regional Coordinators

Great Plains: To be determined - Reg.Dir.: Cora Jones, (605) 226-7343
Southwest: Iris Drew, (505) 346-7592
Southern Plains: Freida Satepeahtaw, (405) 247-6673 ext. 240
Rocky Mountain: Marvin Beartusk, (406) 247-7970
Eastern: Greg Maddox, (954) 792-7340
Alaska: Francis Dunne, (907) 586-7600
Midwest: Dee Springer, (612) 713-4400
Eastern Oklahoma: Jena Loma, (918) 687-2377
Navajo: Thomas Hemstreet, (505) 863-8315
Western: Sharlot Johnson, (602) 379-6786
Northwest: Greg LaFrance, (360) 533-8702
Pacific: Fred Doka, (916) 978-6067 and Brian Golding, (916) 566-7124

Attachments